

## Team Member confirmation (EXAMPLE)

Note that for SMD's ROSES 2009 (and other programs) NASA is now requiring that team member statements of commitment be made via NSPIRES, rather than via inclusion of letters (see solicitation for more details and for instructions on Grants.gov submissions). After receipt of email indicating that they have been added to a proposal team, the team member should log into NSPIRES by following the link in the email, or by going to <http://nspires.nasaprs.com/external/>

Once logged in, there will be a link under the "Reminders/Notifications" heading.

**Welcome to NSPIRES Dr. Your name here**  
**Reminders/Notifications** [ update ]

- [Need Co-I Statement of Commitment For: Proposal to Solicitation NNH09ZDA001N-COS](#)

**NSPIRES Options**

**> Account Management**  
View and update your account.

**> Organization Management**  
View and update your organization's information.

- [Register a New Organization](#)

**> Proposals**  
Create and edit your proposals, and view proposal status.

**> Awards**  
View and manage your NASA awards.

**> Reviews**  
Create and submit proposal reviews (for current peer reviewers only).

Click on that link to get to the Statement of Commitment – Confirmation page:

**Team Member Statement of Commitment - Confirmation**  
Every Co-Investigator and Collaborator identified as a participant in the proposal's Scientific/Technical/Management Section must accept a statement of commitment that acknowledges his/her intended participation in the proposed effort (see definitions in Section 1.4.2 of the NRA Guidebook for further details).

**Statement of Commitment**

I acknowledge that I am identified by name as a team member to the investigation, with the assigned role listed below, and whose pertinent information is shown below, and that I intend to carry out all responsibilities identified for me in this proposal. I understand that the extent and justification of my participation as stated in this proposal will be considered during peer review in determining in part the merits of this proposal.

**Title:** **Testing 123**  
**Announcement:** **Cosmochemistry**  
**Proposal No.:** TBD on Submit  
**PI:**  
**Assigned Role:** Co-I

PI Name is here  
Team member role may differ

Accept

Decline

Cancel

Assuming that you agree to be a team member on this proposal in this role, click the “Accept” button. That will take you to a confirmation page:

**Team Member Commitment Confirmation**  
Thanks for confirming yourself as a team member.  

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OK

Click “OK”. NSPIRES will then take you to a screen that displays your current “Primary” account information:

**Team Member Profile**  
**Title:** Testing 123  
  
**Team Member Information**  
**Dr.** Your name here  

<b>Mailing Address:</b> XYZ University 123 Anystreet Anytown, ST zip-4	<b>Contact Info:</b> Fax: Office: Info here too Home: Email:
<b>Shipping Address:</b> XYZ University 123 Anystreet Anytown, ST zip-4	

  
**Member Documents**  
> [Statement of Commitment:](#)

Remove

  

OK

Please take a moment to confirm that this information is accurate. If it is not, please go to “Account Management” before you log out of NSPIRES and update your Address Book.

If you need a copy of your Statement of Commitment for some reason (note that it does NOT need to be sent to the PI for inclusion in the proposal document), click on the link on the screen above. That will take you to the Statement:

**Team Members Statement of Commitment**

**Statement of Commitment**

I acknowledge that I am identified by name as Co-Investigator [and/or Collaborator] to the investigation, whose pertinent information is show below, and that I intend to carry out all responsibilities identified for me in this proposal. I understand that the extent and justification of my participation as stated in this proposal will be considered during peer review in determining in part the merits of this proposal.

**Title:** Testing 123  
**Announcement:** Cosmochemistry

**Proposal No.:** TBD on Submit  
**PI:** ← PI Name  
**Assigned Role:** CO-I  
**Accepted By:** ← Your name  
**Date:** 20 Mar 2009

**Done**

Click “Done” after you have printed or saved this screen.

Note that the PI can monitor the status of commitment acceptance by checking the ‘Team Member’ section of the cover page:

**View Proposal**

**Proposal:** Testing 123

**PI**

Name	Email	Role	Date Added
		<b>PI</b>	03/19/2009

**Team Members**

Name	Email	Role	Date Assigned	Commitment Confirmed
		Co-I	03/20/2009	2009-03-20

*Optional Team Member Role(s): Co-I, Co-I/Co-PI (non-US organization only), Co-I/Institutional PI, Co-I/Science PI, Collaborator, Consultant, Graduate/Undergraduate Student, Other Professional, Postdoctoral Associate*

**Support Staff**

Name	Email	Date Assigned
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**OK**

